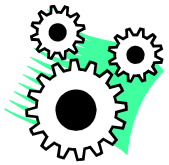
ROLES N RELATIONSHIP

1. ELECTION OF THE EXECUTIVE COMMITTEE

The Executive Committee EXCO can be either elected by members of the Christian Fellowship (CF) or chosen by the outgoing EXCO or appointed through a process that involves both parties. Each CF sets its own procedure according to the needs of its own context and situation by stating the procedure in its constitution.

Here are the 3 general ways with its advantages and disadvantages:



I. Incoming EXCO is wholly nominated and elected by CF members at the Annual General Meeting (AGM).

Advantages	Disadvantages
▪ total democracy where every member has an equal right and vote to choose a leader ▪ no problem of biases of the outgoing committee	▪ choices tend to be based on popularity and outward charisma rather than character and potential ▪ CF members do not know all other members well enough to tell if they will make good godly leaders ▪ potential leaders i.e. those who given the opportunity can be developed into mature persons and effective leaders may be left out

II. Incoming EXCO is selected and appointed entirely by the outgoing EXCO.

Advantages	Disadvantages
▪ the outgoing EXCO has the mandate to make all decisions based on their observation and wisdom after much prayerful consideration ▪ an uncomplicated process as it does not involve many parties or procedures ▪ Biblical leaders were often appointed through selection by a council of godly leaders	▪ CF members being totally left out of the selection process has no responsibility ▪ possible biases among the outgoing EXCO members ▪ outgoing EXCO members may not know all the members at the grassroot level well enough to give equal chance to all possible potential leaders

III. Different CFs have adopted various permutations/procedures that involve both the CF members and EXCO members in the appointment of a new EXCO. Below are some general ones:

a) CF members have the responsibility to nominate all potential leaders. Nominees will then be shortlisted by the outgoing EXCO through interviews. Election of new EXCO is then carried out at the AGM. The outgoing EXCO may also recommend their choice from nominees.

b) CF members have the responsibility to nominate all potential leaders. The outgoing EXCO will interview and then chose the new EXCO from the nominees who will be officially appointed at the AGM.

c) Only the outgoing EXCO may field nominees who will be presented to CF members before the AGM to be considered and prayed over. Election of new EXCO is then carried out at the AGM.

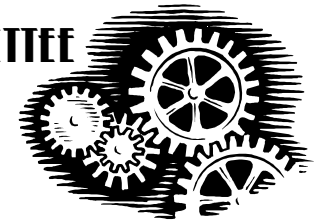
d) Nomination is open to all CF members but the outgoing EXCO will field and recommend their own nominees. All nominees are presented to CF members before the AGM to be considered and prayed over. Election of the new EXCO is then carried out at the AGM.

Advantages	**Disadvantages**
▪ both the members and the outgoing EXCO will be actively involved in selecting potential leaders at different levels ▪ a good 'check and balance' method to the wrong attitude of members and biases of leaders in the choosing of new leaders ▪ there is much time for discussion, and prayerful consideration in the selection process ▪ availability of a wider selection of potential leaders taken from all levels	▪ the process may be complicated and takes a long time ▪ in some cases members' involvement may still be limited

e) In some CF nominees are nominated for specific posts/portfolio within the EXCO, one which they are suitable for. In others, nominees are nominated to be EXCO members only and portfolios are distributed later accordingly.

Advantages of nominating members for <u>specific</u> portfolios in the EXCO	**Advantages of nominating members for the EXCO <u>without</u> portfolios considerations**
▪ Nominates the right person for the right post ▪ Will not have nominees with no suitable portfolio to take up ▪ Eliminates an addition process of selecting portfolio later and other questions about how and who to do that selection (usually the in-coming and out-going committee together with the advisers decides together, sometimes the out-going committee is not involved)	▪ Selecting a person with the right character and attitude rather than those who just have the right skills or talents ▪ Encourages nominees to explore and try new things in taking up available portfolios ▪ Helps nominees to realise that their role as EXCO is beyond a particular portfolio

COMPOSITION OF THE EXECUTIVE COMMITTEE



I. Every Executive Committee should consist of:

- President
- Vice-President
- Secretary (an Assistant Secretary only if needed)
- Treasurer
- 2-5 other committee members (depending on the needs and size of the fellowship)

These other committee members can be assigned to hold certain portfolios i.e. to head departments such as evangelism, prayer, praise and worship, cell groups etc. How many and which departments you have will depend on the needs and emphasis of your CF. These committee members can be called coordinators or department heads or secretaries.

2. Main Responsibilities Of the EXCO

The EXCO is accountable to the advisers and the whole CF to carry out the following responsibility:

- ☐ To avail themselves to meet regularly as a committee, and to be present at Planning Retreats.
- ☐ To set the direction and objectives of the CF as a body in campus.
- ☐ To plan weekly or other programmes and activities to meet the objectives.
- ☐ To be responsible for the 'day to day' running or administration of the CF.
- ☐ To coordinate the various activities eg. bible studies, prayer meetings etc.
- ☐ To exercise <u>pastoral care</u> and <u>spiritual leadership</u> over CF members.
- ☐ To appoint sub-committee (if necessary) for specific projects.
- ☐ To nominate and train key members for leadership positions.
- ☐ To approve or reject applications for membership through careful screening (if applicable).

3. CHECKLIST FOR THE EXCO

1. Committee Retreat ▪ for training, planning (also evaluation, if appropriate) and team building ▪ at least once per term of service
2. Committee Meetings ▪ not more than once a fortnight and at least once a month ▪ give notice ahead of time, avoid emergency meetings here and there ▪ keep the meeting according to the set time and keep to the agenda
3. Filing ▪ each committee member must keep a file that is passed on to the next committee ▪ keep all minutes and general records that concerns the whole committee in a file ▪ keep another file for records of any information related to your department or portfolio ▪ the secretary should keep a file of all correspondence/letters and documents ▪ the treasurer is to keep the accounts either in a book or file which should be checked by one or two auditors (or adviser if there are no appointed auditors)
4. Selection of New Committee Members ▪ Always be on the look out for potential persons ▪ Give these persons opportunities to use their potential or gifts and be trained by including them in your sub-committee (if any)
5. Advisers ▪ keep your advisers (including your staffworker) informed about all meetings and activities ▪ include them in your committee meetings and discussion wherever possible ▪ make sure they get a copy of the minutes ▪ the President together with the Vice President (and perhaps the Secretary too) may want to talk over matters with the advisers before a committee meeting

A LETTER FOR YOU

Dear Friend,

Hi there! Welcome to serving God and your CF by agreeing to be on the current Executive Committee. We think it's a great opportunity for you to learn, grow and discover more of yourself in the process of learning what it means to serve others through this way.

With many responsibilities to overlook, undertake and coordinate, just like anyone else you might just about forget or misplace the responsibility to care for your members. It can be a pretty difficult task especially when we have our own personal problems to look into. Our response might be "How can we be expected to help others?" or "After all, aren't we all equal as students?"

I guess it's good to constantly remember that as leaders, we are all "under-shepherd" (1Pet 5:2-4). Members are the flock that God has entrusted us. Some are eager and keen. Their energies have to be channelled to the right direction. Others might find the going tough particularly relating their faith to their studies and to a very materialistic cum competitive society. A few might be side-tracked in their priorities while others might be in a state of depression or backsliding.

It's YOU together with your fellow committee who ought to see into the spiritual well being of your members. Some need encouragement. Others, loving rebuke. We must not forget that as leaders, God has called us not to look after structures and programmes but PERSONS with various needs and temperaments. Thus it would be helpful for the committee to also spend adequate time 'discussing' individuals (NOT gossiping) and how they could be encouraged or helped in any ways towards spiritual maturity.

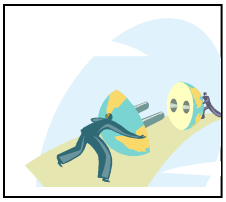
Sounds like a pretty high calling, huh?! Yup! It definitely is... but this is not to pressure you, instead it is to remind you of the task set ahead for you and that it's NOT JUST YOU and your fellow workers ALONE! It's you using God's strength and as He has promised, OUR FATHER IN HEAVEN will be with you at ALL TIMES. YEAH!!! (3 cheers!)

"Have I not commanded you? Be strong and courageous. Do not be terrified; do not get discouraged, for the LORD your God will be with you wherever you go."
Joshua 1:9

So, just hang in there and have a meaningful time ahead as you embark on this different track.

Happy Serving, Happy Learning, Happy Growing,
... a time of Discovery!

In His Love,
FES Staff



2. PRESIDENT and the VICE PRESIDENT

The President and Vice President are the leader of leaders, mature Christians with much initiative and dedication. He (or she) has to be humble and recognises that he cannot run the CF single-handedly. Nor is he there to command the other committee members around. He must be fully aware of the CF's overall objectives, know by heart the theme and specific objectives to be achieved. The President and Vice President are to work closely together and shares responsibilities. In the absence of the President, the Vice President serves as President.

The President's role is:

- To draw up the agenda for *(Refer to "Preparing a Agenda")* and chair all committee meeting *(Refer to "Executive Committee Meetings" below)*
- To coordinate the whole committee for the work of the entire fellowship to achieve the fellowship's objective.
- To make sure committee members who are responsible for executing or implementing certain activities or policies have progressed or completed their tasks.
- To be the official representative and spokesman of the CF, being able to make statements on the policy and practice of the group. At all cost he should avoid useless controversy. If approached by outside groups or individuals for any kind of co-operation, seek advice (from advisers or FES staffworkers) to avoid unwanted effects to the life and witness of the CF in campus.
- To assess the progress of the CF, making sure the CF is moving in the direction of the theme, set aims and objectives.
- To motivate CF members to support and participate in CF activities.
- To be <u>responsible for contacts with advisers and FES staffworkers</u>. He should consider the advisers and staffworker as appointed to assist him to do his work more effectively. He should also seek to understand the work and vision of FES, and how it will help the CF grow and keep his EXCO and members informed of FES matters and events. In return, FES can keep him informed of trends of and opportunities available for students. *(Refer to "How to Make the Best Use of Your Staffworker")*

EXECUTIVE COMMITTEE (EXCO) MEETINGS

Every meeting is a gathering of people. It is the meeting of minds to <u>achieve a common objective.</u> We cannot assume everyone attends meeting with the same level of interest and commitment. The level of wisdom and experience varies in our groups. As a leader, the President must recognise that and take steps accordingly to guide the meeting.

The establishment of objectives is important and likewise people will have different objectives they want to achieve. The President must therefore harness the energy of the group to gently, or sometimes sternly, guide the meeting to achieve some objectives for that meeting.

PREPARING AN AGENDA

Definition: An agenda is a notice of meeting with the programme of matters to be discussed at the meeting set in the order it is to take place.

The agenda is sent to all committee members to give them enough time to prepare for the meeting by thinking over the matters to be discussed. The period of notice should be about a week. Usually the date for the meeting would have been set at the previous meeting but the agenda will include the date, time, place of meeting and the order of events. It is prepared either by the President or Secretary in consultation with each other and the advisers. Sometimes one may need to check with a certain department coordinator, if his/her department is to be discussed.

- ***SAMPLE COPY OF AN AGENDA OF A MEETING***

Y College Christian Fellowship
Xth Committee meeting

Date:
Time:
Venue:

AGENDA

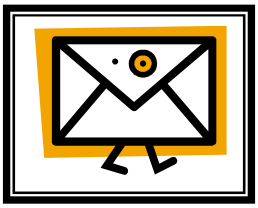
1. **Opening Prayer**
2. **Confirmation of the Minutes of the last meeting (checking the accuracy of the minutes)**
3. **Matters arising from the last Minutes (follow-up on matters from the last meeting)**
4. **Receiving Correspondence (sometimes)**
5. **Treasurer's Report (sometimes)**
6. **Welcoming Party for new students (the current project or urgent matters)**
7. **Handbook and bookmark for new students (special occasion)**
8. **Any Other Business (little things that don't need much discussion eg. an announcement)**
9. **Date of next Meeting**
10. **Closing Prayer**

CHAIRING COMMITTEE MEETINGS

- Draw up the agenda together with the Secretary or Adviser about a week before the meeting.
- The agenda is then given to all EXCO members to inform them of matters to be discussed so that they may prepare to discuss and contribute during the meeting. There is a place to gently rebuke committee members who never come prepared or often not done their given tasks.
- Chair the meeting according to the sent out agenda.

- Set a specific time period for adequate discussion. Conclude effectively by summarising the main points and decision.
- At the end of each item discussed, give time for the secretary to record decisions. If possible, repeat the main points and decisions made.
- When in deadlock and if matters have to be decided, accept majority decision after prayerful consideration of all views. In some CFs or certain decisions, a two-thirds majority is needed.
- Guide the discussion by allowing or asking appropriate questions and giving relevant information but stopping members from engaging in unrelated discussion and reminding them to stay with the topic. (This is essential to avoid long and tiring meetings)
- Treat all matters discussed as confidential especially with regard to CF members.
- Remember to set a date for the next meeting so that it can be kept free by the EXCO members.

A LETTER TO YOU



Dear President,

We applaud your courage to undertake such a huge responsibility and pray that God will use you mightily in this manner.

It's gonna be tough for you with different expectations to fulfil and many unforeseen challenges ahead, 'cos besides all the responsibilities listed above, your leadership is basically a spiritual one. And what is your priority? You may already know this...to KNOW and WORK ALONGSIDE your fellow committee members. They need encouragement and stimulus, and in most cases will look up to you. At the same time, your hand should be on the SPIRITUAL PULSE of the CF. This requires a great deal of sensitivity and discernment. If you sense spiritual degeneration or complacency you should cry for spiritual renewal.

A good tip for you will be to always have your ear to the ground. You should listen to the suggestions, complaints and problems of the members. Do so with lots of KINDNESS, PATIENCE and LOVE 'cos (as you may already have experienced) NOT everyone will be nice, polite and loving towards YOU!

May you grow and mature as a God chosen Christian leader, allowing His mighty hand to work in and through your life...

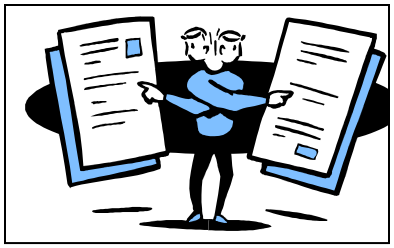
"Commit to the Lords whatever you do, and your plans will succeed." Prov 16:3

Lastly, don't forget to have times of FUN and FREAKING OUT as you SERVE HIM!

In His Love,
FES STAFF

3. SECRETARY

The detailed organisation of the CF falls upon the shoulders of the Secretary. No CF can afford to have a complacent secretary. He or (she) must be willing to learn and have good updated knowledge of all the necessary facts about CF, CF's procedure and College/University management's policy on his fingertips.



The Secretary has formal duties and responsibilities. Read on!

- To cultivate cordial relationships with College/University authorities. The work and witness of the CF can be seriously impeded by poor relations because tensions are often transferred from the individual to the organisation. Be courteous and respectful in requesting permission for use of rooms, hall and other matters. Should there be a mistake or misunderstanding, apologise personally to the offended person and rectify the tensed situation. Looks like this role calls for a lot of diplomacy...
- To be chiefly in contact with visiting speakers. *(Refer to "Inviting Speakers")*
- To be responsible for and inform EXCO of all correspondence (letters) to the CF.
- To help the president plan for and set the agenda of each committee meeting.
- To record and file minutes of all committee meetings and keep proper records of all sub-committee. *(Refer to "Minutes")*
- To issue and collect membership forms as well as to update the membership list.
- To collect and send out all reports from committee members that need to be received or discussed at committee meetings whenever applicable.

INVITING SPEAKERS

Invite speakers who believe in the entire trustworthiness of the bible and its authority in all matters of life, who will teach Biblical principles and will focus on the Bible when he/she speaks. Explain this emphasis to all your speakers and also inform them of the interdenominational character of your fellowship so that the speaker will not dwell on teaching that is peculiar to their church or denomination. A good speaker will at least mention and respect the existence of different views though he may teach considerable more of his own convictions.

Try to invite speakers who are acquainted with college life and situations. This is to ensure that what is spoken will be relevant and applicable to your situation and level of maturity. Generally, Christian lecturers, professional man and women who were once involved in CF while they were students, and full-time workers who are equipped or work with college and university age groups are most suitable speakers. Try to invite the speakers for the topics that they are familiar with. Remember, not only pastors and missionaries can speak well.

NOTE: *A Speakers List and Christian Education Syllabus is available from FES.*

🎧 *TIPS ON TREATING A SPEAKER:*

✉ Book well ahead. Good speakers have a full diary. Working professionals have many plans in their schedule too. If you give too little time for the speaker to prepare you may not get the best of him. He (or she) may need time to consider but make sure he gets back to you on time so that you'll have enough time to call someone else if he declines.

✉ If you book by phone, follow up with a letter immediately. State the time and place of the meeting. It is also good to inform the speaker of your vision or theme for the year or semester and a schedule of other topics before and after his. Try to specify the objective and areas to be covered under his allotted topic. This will give him a clear idea of what he is required to cover.

✉ Never say "Take as long as you like", Give the speaker a correct length of time.

✉ Supply information about the audience to the speaker, especially if the speaker is speaking at a camp. Tell him who your people are, and what their needs are.

✉ You want to invite the speaker to come early for prayer with the committee before the meeting if he has the time. Make sure you start on time, though. Don't let the speaker wait.

✉ Appoint someone to meet and welcome the speaker when he arrives. Speakers may feel awkward when visiting for the first time and having to say, "Hello, I am the speaker. Where do I go?" Make sure you furnish him with all the information he needs.

✉ Explain to him at which point of the meeting he will be invited to speak. Show him where to speak from and arrange the microphones, if there are any, before he gets up to preach.

✉ Introduce the speaker appropriately before he comes on. If you don't know much about him, find out by talking with him.

✉ If an altar call is made, make sure the speaker is informed of the CF's procedure. The musicians should be ready at the correct time and counsellors should be at hand, without disturbing the meeting.

✉ Speakers who are working professionals may not need cash gift but you should show your appreciation with a gift in kind or at least a thank you card. If the speaker is from a certain Christian organisation, you may want to take the opportunity to give a love gift to the organisation. Full time workers should be given some cash gift, which should cover the cost of transport and notes or whatever expenses incurred. A fair amount should be budgeted for this purpose.

✉ Provide a drink for the speaker, preferably something that will help quench his thirst while he is speaking.

- ***SAMPLE LETTER OF INVITATION TO SPEAKERS***

Ling Chui Yee,
The Secretary,
Y Christian Fellowship,
(Address)

(Date)
----------(A line here is optional)

(Speaker's Name)
(Address)

Dear _____.

INVITATION TO SPEAK AT YCF

Greetings in the Lord Jesus.

Thank you for consenting to come to speak to us. This is our letter of confirmation with the details about our CF and the meeting.

Our CF is interdenominational with members from different church backgrounds. We usually have an average attendance of 30-40. Please refer to what is enclosed to get an idea of what our goal and vision is. Our theme and programme of the whole semester are also enclosed. I hope this will help you in your preparation. Below are details of the said meeting:

Date: 3 March 1999
Time: 7.00 - 9.00 p.m.
Venue: LH 1
Topic: A Transforming Friendship
(Give a synopsis or explain a little about the topic, what you want him to cover and why. This should be discussed and agreed by the EXCO)

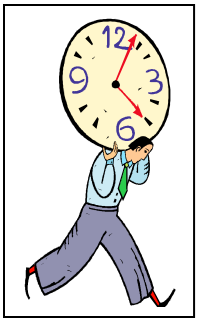
The programme for that day is:
7.00 - 7.10: Welcome & Opening Prayer
7.10 - 7.40: Praise & Worship
7.40 - 8.40: Speaker (talk should be 45-55 minutes)
8.40 - 9.00: Announcements & Closing

If there are any queries, do not hesitate to contact me at _____ between 7-11 p.m. I will call you again one week before the date to remind you and to arrange where to meet you.

Also enclosed is a map of how to get to our college.

Yours in His service,
.....
Ling Chui Yee

NOTE: *Make sure you prepare and enclosed the underlined documents.*



MINUTES

Definition: Minutes are summarised records of proceedings of a committee meeting and are left to preserve a brief, accurate and clear record of business transacted. Minutes should be written as soon as possible after the meeting as it is much easier to be absolutely accurate when the discussions are still fresh in the mind. It should be written totally in the third person and in the past tense.

Minutes are kept for the following reasons:

- It is required legally.
- It enables the Adviser and other authorities to check on activities carried out.
- It serves as a memory for the committee regarding decisions made.
- It provides a resource (eg. for programme ideas and policies made) for later committees.

Therefore, it is important that minutes be:

- **A**ccurate – so that they present true record of the proceedings
- **B**rief – so as to provide summary of the important matters discussed and decisions reached for easy reading and confirmation at the next meeting and for future references
- **C**lear and Self-explanatory – so that those absent from the meeting can be fully informed of the proceedings and there will be no doubts about the previous deliberations.

Minutes should be recorded...

- In the same Order of the Agenda
- Beginning with the description of the meeting, which should include the type of meeting, time, date, and place of the meeting.
- Followed by the Names of those present, with the President's name first and the names of the other committee members next.
- Include Apologies for absence (if any).

Actual formal procedure requires the minutes to be submitted to the President to be checked. Corrections are to be made before the President signs it as correct and later distributed to all committee members and advisers.

- *SAMPLE COPY OF THE MINUTES OF A MEETING*

Y College Christian Fellowship
Minutes of the Xth Committee Meeting

Date: 5/1/99
Time: 5.10 - 7.15 p.m.
Venue: Room G14
Present: Andrew, Luke, Esther, Amelia, Grace, Mrs. Lim
Absent with apologies: John

1. Opening Prayer
The committee began with a time of group prayer.

2. Minutes of the last Meeting
The minutes was passed without queries.

3. Matters Arising from the Minutes

3.1. Amelia reports that John has booked the rooms needed for CF's meeting and prayer meetings for the whole semester.

3.2. Grace reports that the caroling done by those who were around in December at the foyer was well received by students and lecturers as well. They sold Christmas cards from Malaysian CARE, which was to raise fund for their ministry with the mentally disabled and the amount made was RM65.

4. Correspondence
A letter was received from FES asking for prayer and financial support for a student's camp in Cambodia.

5. Treasurer's Report
The total offering collected at CF meetings for the months of November and December was RM123.85. The balance of CF's fund at the moment stands at RM886.30.

6. Welcoming Party for new students

6.1. Luke is the coordinator. He already has a sub-committee working with him. Lily and Teck Choong are in-charge of games, Ching and Sharon of food.

6.2. The programme will be as below:

20 minutes : Welcome and ice-breakers.
30 minutes : Worship led by Vincent.
20 minutes : Introducing the committee and explanation about CF by the President.
20 minutes : A short devotion by Mrs. Lim.
30 minutes : Games
Adjourn for food and chit-chat

6.3. Esther suggests preparing a register for everyone to sign or at least a form to be filled by newcomers. We decided on a register and Luke will appoint 2 persons to take care of it.

6.4. The budget allotted is RM150. The light refreshment for 80 persons includes curry puff, French fries, agar-agar and a cold drink, will cost RM120. For games, they will be allowed a sum of RM20.

6.5. Grace says bookmarks will be made for the newcomers and we agreed that it will be passed out at the beginning when they register.

7. Handbook and bookmark for new students

7.1. Grace reports that the handbook will be ready by the end of week. The contents include:

- Information about CF : the vision, goal, structure
- Information about all CF meetings and activities, the time and venue
- A directory of the committee members and advisers
- A note from the President - Andrew must pass to Grace by tomorrow
- Some interesting facts about the college
- Where to do cheap shopping around this area
- Helpful bus routes
- An article by Mrs. Lim on how to get the best out of college life

7.2. Thinking that it will be good to give something to the newcomers to help them remember CF, Grace and Amelia decided to make them bookmarks. A Bible verse and the date, time & venue of CF meeting will be on the bookmark. They have got some seniors to help and will be meeting at the canteen tomorrow at 5 p.m. Committee members are urged to come and help.

8. Any Other Business

8.1. In response to Item 4 of this Minutes, we will be allotting an amount of RM50 from the fund and the collection from CF's meeting 2 weeks from now. An announcement will be made at this coming meeting so that people will bring enough money.

8.2. We agreed to host some Korean students on the 5/2/98 that will be brought by our FES staffworker. They will be given 30 minutes to present or share something.

9. Date of next Meeting

The next meeting is fixed on 17/2/98 at 5 p.m. at a venue that will be confirmed later by Andrew.

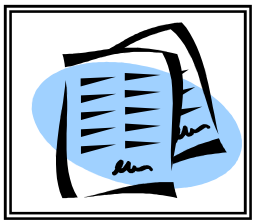
10. Closing Prayer

Andrew closed the meeting at 7.15 p.m. with a word of prayer.

_____ _____

Esther, Secretary — Andrew, President

A LETTER FOR YOU



Dear Secretary,

WOW! That looks like a whole lot of work ahead of you. It's indeed a lot 'cos you're the "backbone" of the committee. You are responsible for all the main business of the CF plus you're the President's assistant and in his absence, especially if there's no Vice-President, you will have to chair the committee meeting. You're also looked upon as someone who's available and accessible on campus... this is what we would call "prevention of communication breakdowns".

With such a heavy commitment in mind, you might feel inadequate or inexperienced. It's alright to feel that way... and we understand your fears. Don't worry too much about ALL that you have to do and just see this as a privilege to serve our Lord as it is indeed the Lord's work plus you must be pretty talented to have been elected for this position in the first place...

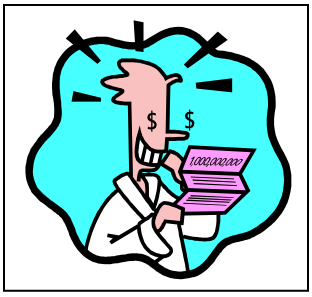
This is a task that calls you to be conscientious, initiative, responsible, diplomatic and efficient... but this is also a task that would enable you to develop and grow in these very same qualities. Most of all, it would definitely improve your listening and observational skills. We think you've got yourself a pretty fair deal...

So, just take up this task being fully aware of who your God is... One who strengthens in times of weakness, assures in times of fear, comforts in times of hurting; but most of all, remain FAITHFULL and LOVE AT ALL TIMES!

"Never be lacking in zeal, but keep your spiritual fervour, serving the Lord."
Rom 12:11

May the Lord BLESS YOU and KEEP YOU...

In HIS Love,
FES STAFF



4. TREASURER

The treasurer is another important person in any committee or organisation. He is the "Finance Minister" and handles all matters connected with money. The Treasurer's job is not one that can be done by everyone. He (or she) must be a trustworthy and responsible person, a good steward of his/her own money and must be practical and economical.

Duties of a Treasurer include:

- To keep proper accounts of money received and spent in the appropriate books. Every cent received and spent must be accounted for and be substantiated by documents, where possible. Therefore the Treasurer needs to adopt a method of book keeping that clearly sets out income received and money spent during his term of office.
- To present a budget at the beginning of the year/term to the EXCO. In some cases, budgets for special projects as well. Throughout the course of the year, the Treasurer should update the EXCO on the financial status of the CF in comparison to the budget. *(Refer to "Sample of a Budget")*
- To present an up-to-date statement of accounts at committee meetings, ideally once a month, making sure that spending is within budget.
- To present complete statement of accounts at the end of his term to the CF at the AGM. *(Refer to "Sample Statement of Accounts")*
- To think of ways of spending money effectively and raising funds, eg. selling bookmarks, jumble sale, when needed.
- To encourage members to be good steward of God's money, encouraging them to give regularly to CF and their church.
- To provide a box or bag for members to make their gifts. It may be passed around for collection during the meeting or placed in front or at the back of the meeting place where members are informed where they can drop their contributions before or after the meeting.
- To hold the CF's money in a secure place. The Treasurer can keep the money locked at home, give it to the Adviser for safe keeping or in a bank account – opened specifically for the CF's money.
- To liaise with the College/University authorities whenever necessary in matters of finance.

BASICS OF BOOK-KEEPING OR KEEPING FINANCIAL RECORDS

1. Sources of Income
   It must be borne in mind that the purpose of the CF is not to make money or to store it up. The money must come from honest and preferably Christian sources. Usually the funds for CF come from the weekly collection of offerings from CF members and donations from individual eg. graduates or alumni. It is only polite to send "Thank You" notes as a form of appreciation to such individuals.

   If the need arises, funds can be raised through special projects. However, the Treasurer must consult the Advisers and propose his plans to the EXCO before it is carried out.

2. Expenditure
   Money will be spent for the general running of the CF eg. buying song books, stationery, photocopying, and gifts to speakers. You can choose to support your staffworker by pledging a certain amount every month. Also consider giving regularly to a mission (e.g. OMF, YWAM) or welfare (eg. MCARE, WORLD VISION, children and old folks homes) organisations.

3. Payments
   Make sure receipts are received for all payments. Insist on the rule that before any purchases are made, approval of the EXCO or at least the Treasurer is needed. Bills should be settled promptly.

4. Basic Equipment
   CASH BOOK – a book to record all cash transactions. It has 2 columns: the left is for money received and the right for money spent. This will be the official account book for CF. For each transaction, record the date, the source of income or item purchased, and the amount. This should be recorded the moment it occurred. *(Refer to sample below)*

   Balance c/f – balance of money to be carried forward to the following month or year.

   Balance b/d – balance of money brought down from the previous month or year.

- ***Sample of Cash Book Format:***

IN			**OUT**		
Mac 1	**Balance b/d**	**(amount)**	**(date)**	**(payments made)**	**(amount)**
(date)	**(money received)**	**(amount)**	**Mac 31**	**Balance c/f**	**(amount)**

5. Report of the Auditor
   All the statement of accounts must be checked and certified by auditors elected by the CF at the AGM or Advisers, if no auditors are appointed. A certificate like the one below should be signed.

CERTIFICATION OF THE AUDITORS

We have examined the books and records of (name of CF) and in our opinion, the statements are a true and fair view of the state of affairs of the (name of CF).

_____ (Name of auditor)

_____ (Name of auditor)

Date: ----------

- *SAMPLE OF A BUDGET*

Budget for the semester 1st January 1998 till 30th June 1998

Income

	RM
Balance b/d January 1st 1998	231.50
Offering from members	400.00
Offering from advisers and graduates	400.00
Total	1031.50

Expenditure

Expenses for weekly meetings	50.00
Stationary & Printing	50.00
Postage & Telephone	50.00
Gift for Speakers	250.00
Donation to Orphanage & FES	200.00
Bank charges & Fees	15.00
Expenses for handbook for new students	80.00
Expenses for food and games on the welcoming party	150.00
Purchase of books	100.00
Miscellaneous	30.00
Balance c/f June 30th 1998	56.50
Total	1031.50

- *SAMPLE STATEMENT OF ACCOUNTS*

Receipts and Payments Accounts for the semester ended 30th June 1998

Receipts

	RM
Balance b/d January 1st 1998	231.50
Offering from members	411.30
Offering from advisers and graduates	305.00
Commission from book sale	147.40
Total	1095.20

Payments	
Expenses for weekly meetings	55.00
Stationary & Printing	92.50
Postage & Telephone	51.20
Gift for Speakers	260.00
Donation to Orphanage & FES	155.00
Bank charges & Fees	15.00
Expenses for handbook for new students	80.60
Expenses for food & games on the welcoming party	155.00
Purchase of books	83.70
Miscellaneous	12.35
Balance c/f June 30th 1998	134.85
Total	1095.20

Dear Treasurer,

It's great to know that you (who must be pretty responsible) have been chosen to serve God in this tedious job of looking after the CF's $$$.

Always remember that the money belongs to God but loaned to the CF to be used for His work. The money must be spent wisely – we are accountable to God. This indeed is a good place of learning and practice on how to be a GOOD STEWARD.

A good Treasurer also has a wonderful spiritual ministry of exercise. It's a pity that this tends to be overlooked. He is helping the members to be faithful stewards of all that God has entrusted them. As they give regularly and sacrificially they will provide truths of promises found in God's Word. Remember when you appeal for funds you are NOT BEGGING your members to contribute instead you are BESTOWING A PRIVILEGE upon them! This is Biblical and it might well revolutionise the post of a Treasurer.

"In everything I did, I showed you that by this kind of hard work we must help the weak, remembering the words the Lord Jesus himself said: 'It is more blessed to give than to receive"' Acts 20:35

May the Lord bless your service as you learn the goodness of giving...

In His Love,
FES Staff

5. PRAYER SECRETARY

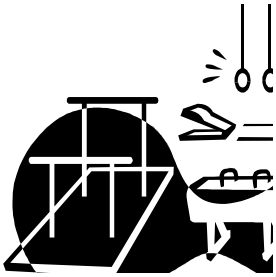
The Prayer Secretary oversees an essential area of any Christian Ministry. Some of the things he (or she) would look into would be:

1. Personal Prayer
   A personal disciplined prayer life should be the hallmark of every believer especially the Prayer Secretary. He (or she) holds the responsibility to encourage CF members to have daily quiet time feeding on the Word, waiting upon God in prayer and interceding.

2. Corporate/Collective Prayer
   The CF is only strong and effective if it is backed up with fervent and diligent prayers. Prayer meetings are POWER HOUSES where we are logged on to God. We must make sure that they do not degenerate from their vital positions into a rut. Every member should know this and be encouraged to participate in prayer.

3. Prayer Meetings
   The Prayer Secretary looks into the overall running of all Prayer Meetings or prayer times. It involves planning the meeting or prayer time, setting duty roster for helpers, compiling prayer items and encouraging members to attend. (For more details refer to "Conducting Prayer Meetings")

4. Incorporating the Element of Prayer into Other CF Activities

   For example, encourage members to form small groups for prayer. This could be house groups, cell groups or evangelistic activity organisers. Two or three members could meet once or twice a week to pray for one another, their pre-Christian friends and relatives and for the CF. Meeting to prayer in the morning, "Morning Watch", for about 30 minutes is a good way to start the day.

5. Newsletter (Optional)
   Collect, edit and distribute prayer items to members in the form of a newsletter or prayer diary. You may also include testimony or write-ups about prayer or Christian living. Share prayer and praise items whenever appropriate.

6. Prayer Book (Optional)
   It is good for the Prayer Secretary to keep a book to record all praise and prayer items prayed for. Make a column for answered prayers to record how the prayer has been answered. This way we will put on the look out as to how God will answer the prayer and help us not to forget to give thanks for answered prayers. This Prayer Book could be a great source of comfort and encouragement in times of silence or discouragement and to future generations of the CF. It will also provide a history of God's working in the CF.

CONDUCTING PRAYER MEETINGS

a) Time and Place

Select a time and place that is most convenient to most people. It is not possible to find the perfect time where everyone can or will come. Prayer Meetings should be about an hour. Choose a quiet and secluded place – try to obtain a small but quiet room in the hostel or on the campus/college, private homes or even under trees (be wise).

b) Chairperson (Leader)

It is helpful to have one person responsible for chairing the whole meeting. The Chairperson gets people together and explains the nature or format of the prayer time for that day. Other than the Prayer Secretary, it is good to get other members to take turns to lead or chair the meeting. Advance notice must be given of course. The Chairperson can either prepare or ask those present for items of praise and for prayer. The Chairperson be discreet about information shared and ensure it is correct and up-to-date. If a blackboard, whiteboard or OHP is available, it is helpful to have the prayer items written down before the meeting starts.

c) Physical Grouping

Wherever possible the group should sit or stand in a circle. It helps promote group spirit, encourages participation and helps all to hear well. Big groups can be broken up into smaller groups or even partners. Each group may concentrate on certain prayer items.

d) Format/Structure of Meeting

You may want to include these elements in your meetings:

- **Worship** – giving honour to God and worshipping in songs and words
- **Thanksgiving** – being grateful for what God has done for us
- **Confession** – acknowledging with genuine sorrow and repentance where we have failed or disobeyed what we know to be God's will for us
- **Petition** – laying our needs before God: spiritual, practical and material things
- **Intercession** – laying the needs of others before God *(Refer to (e) "Things to Pray For")*

The opening of a Prayer Meeting is important to set the mood and atmosphere for prayer. The Chairperson can choose to open with a short reading and sharing the meaning of Scripture and a short time of worship or vice versa. The most important thing is to bow in reverence before God in His glory. He is the Father whose name is to be honoured. The sacrifice of worship and thanksgiving is to be offered. Only when we have secured a sense of His presence are we able to present our petitions and intercessions.

HOW TO PRAY TOGETHER?

...each one takes turn to pray for whatever that comes to mind (may be based on whatever items shared)
...each one prays for items assigned
...each one is free to pray centering around a subject/theme covering different aspects of it then change to another theme when the first is exhausted – eg. the CF, another Christian group or organisation, a special programme or activity, missions and evangelism activity, the day's newspaper reports, an issue at hand etc.

e) Things to pray for
- Our government and the leadership of our country
- Those in authority over us in the college/university
- Your advisers and staffworkers *(Ask for SUFES Prayer Letter)*
- Leaders in CF
- Your family members
- Friends who've yet to know Jesus – by name and for opportunities to share
- CF's objectives, programmes and activities – CGs, special meetings, speakers etc.
- CF members growth and love for the Lord
- Other Student CFs and their needs *(You may ask for IFES prayer news from your staffworker)*
- Missionaries, different missions, people groups and nations.

NOTE: *Often we do not see answers to our prayers because we pray for things that are general or for things we don't expect God to give us. Make faith-sized requests, ask for specific but realistic things that you'll like God to give or do. But remember God IS NOT Santa Claus! Know God, know the Bible and you will likely know what to ask. It is our privilege to ask, it is God's prerogative to give.*

f) Problems or tricky situations?
The leader may encounter problems with persons who refused to pray out loud or pray too long. Share that prayer meetings are times for sharing in prayer, not a time dominated by one person, and encourage each one to pray by asking each person to pray for one specific item or topic. To help those who are shy or new, ask them to write their prayers down and then read it (prayerfully, of course!)

OTHER WAYS TO PRAY TOGETHER

- **Sentence Prayers** – People often mistake prayer as an activity that requires special knowledge and ability. But praying is NOT a special skill. Sentence prayer is a way to remind us to speak simply to God without using 'special' words, impressing others. Sit in a circle and use simple sentence frameworks for the group. Eg. Thank you God for..., Please forgive me for..., Lord bless...etc. Or use a topic framework eg. family, friends, food, CF etc. The prayer may go a few rounds until the leader decides to change the framework or end. Remember... one sentence, as far as possible.

- **Conversational Prayers** – In group prayers, we agree together as we talk to God. In conversational prayer we agree by building on the topic of prayer of the person praying before by praying different aspects of the prayer topic. Prayers should be short (it's a conversation, not a speech) so that as many persons may add to it as possible. Conversational prayers are open-ended; there is no formal ending i.e. "in Jesus' name, Amen" at the end of each prayer. The leader begins the prayer time by introducing a topic and ends it when the topic is exhausted.

- **Dominoes Prayer** – This is similar to Conversational Prayer except that one prays a 'double' pray i.e. first building up on the last thoughts of the previous prayer then secondly start a new thought (that is continued by another person). Again prayers should be short and specific so that many may participate.

- **Praying the Psalms/Scripture** - There are many beautiful prayers in Scripture. Check out the Psalms, Prophets, Jesus' and Paul's prayers. Choose a passage and take turns to pray through the passage bit by bit, sharing thoughts of how that Scripture describes you and helps you express yourself to God.

- **Praising the Name of God** – Often in prayer we get carried away with loads to ask for and forgets to praise God. Have a time just to praise God by using all His Names to remind you of who God is. Each one chooses one of God's many names (you may want to give one yourself) and praise Him for what that name reminds you of God.

- **Praying through the Newspaper** – Praying for daily global concerns will help us keep in touch with the world and our God-given responsibility to be involved, and remind us that our God is Lord of the WHOLE WORLD. Take the day's newspaper, give time to read, then pray for different things that strikes you as important to God.

- **Prayer Walks** – Your CF may plan for prayer walks even though different people have different teachings about it. Just stick to the common concern of the need to pray and intercede. Organise small groups or pairs to take a walk around the college vicinity and pray for people and things you see (through your physical as well as spiritual eyes, does not matter whether one sees visions or not). At the end, it would be good to share some of the prayers offered.

- **All-night Prayer** – This is for those who are really fervent AND can last the night without dozing off during the day. It's usually a time for open worship and prayers throughout the night where there are no distractions.

A LETTER TO YOU

Dear Prayer Secretary,

Welcome to discovering more about PRAYER & how it can touch and change YOUR life and certainly other's lives!! Prayer is a spiritual journey towards walking intimately with our Lord, a life long journey that doesn't end when you finish your term...

It is a basic understanding that corporate prayer lies in the heart of any effective work of God. Prayer ties YOU, ME, US into the power of God. IT binds Christians together in deep fellowship creating great mutual encouragement as we meet regularly for prayer. If we want to see God's blessings in our lives and our witness, WE MUST PRAY!

Ever heard of that song by rap singer M.C.Hammer – "We've got to PRAY just to make it today"? Well, there's a lot of truth in it.

So, take heart dear friend...you might get discouraged along the way but remember, God our Father watches all things and He will surely bless your service...

"I urge, then, first of all, that requests, prayers, intercessions, and thanksgiving be made for everyone – for kings, and all those in authority, that we may live peaceful and quiet lives in all godliness and holiness." 1 Tim 2:1-2

May your journey in prayer help you grow into maturity...

In His Love,
FES Staff

P.S. Just thought of a good TIP. It'll be helpful to check out books on prayer and writings of great men and women on their spiritual journeys with the LORD.

6. PRAISE & WORSHIP SECRETARY/ COORDINATOR

Many CFs today appoints a "Praise & Worship" Coordinator because of the importance given to "Praise & Worship". This is a very positive and apt change as "God wants worshippers first. Jesus did not redeem us to make us workers. He redeemed us to make us worshippers." - A. W. Tozer.

WHY WORSHIP?

Every CF meeting will have a worship session at the beginning. The time for worship is NEITHER to fill in the space before the programmes of the day NOR to wait for people to stroll in.

Worship is an expression of our love and attitude towards God. Worship therefore focuses on God, declaring and proclaiming His glory and His mighty works, regardless of how we feel or what we need. It is our coming and bowing before God who calls for and deserves our worship, our admiration, our adoration.

No one sets out to do something for the by-effects of it. So, we must come to worship with the only intention to give God our worship and adoration, not with other intentions eg. to be ministered. However, as a by-effect, we are often ministered by God in worship.

HOW TO WORSHIP?

When we say "worship", many of us thinks of singing but songs and music are just one of many different ways to worship God. We can use Scripture, poems, prayers, silence and offerings (of incense, vows, money, resources, etc.) to worship. Ultimately, we worship God with our lives, not just our lips.

The CF is a special place because it is the coming together of Christians from different church backgrounds/traditions, with different forms and styles of worship. Therefore the CF is a great place to learn from each other how to appreciate and perhaps to experience different ways of worshipping God. From the CF, we must realise that there is no such thing as 'better way' to worship God. And so, the need to be sensitive and to give opportunity to everyone to lead and worship in their own style without imposing on others.

The Praise & Worship Coordinator has to be someone who knows true worship. His/her role is to demonstrate true worship, helping members understand worship and leading them to a worshipful life. One difficult task will be to get members to appreciate each other's style of worship. Be careful not to be carried away with 'perfecting' worship as if it is a concert or for entertainment so that members will be 'ministered'. Worship in whatever form has to be in the Spirit and led by the Holy Spirit. **DO NOT** mistake good and high feelings as the SPIRIT.

In the CF meeting, worship time should be an integral part of the whole meeting, not an entity in its own. Worship leads and brings us to be aware of God's presence in our midst, prepares us to listen to Him through His Word and to response in obedience.

?

What about speaking in tongues in CF?

Different denominations and churches have different teaching on and practices of speaking in tongues. Therefore in the CF, not everyone is comfortable about it. Those who practice speaking in tongues should refrain from doing so in CF's activities so as to show love to fellow brothers and sisters (1 Cor 13-14:1) and based on Paul's guidelines on refraining from speaking in tongues in public worship unless there is an interpreter (1 Cor 14:26-33).

The Duties of the Praise and Worship Coordinator are:

- To identify CF members who can lead worship and encourage them to lead in CF – try to make sure that everyone from a different church backgrounds is given a chance.
- Prepare the timetable for worship leaders and musicians to play at CF meetings. You may need to schedule a time of practice for them too. Inform them ahead of time and make sure they do their duties.
- Brief the worship leaders and musicians on what needs to be done, what they should and should not do in regard to the different styles of worship, and needing to be sensitive to the members.
- Conduct workshops to train young ones and refresh older ones.
- Keep the transparencies or songbooks properly and in order so that they are always readily available. Update with new songs and make sure the lyrics are correct.
- To take care of the CF's musical instruments and equipment (if any). If CF does not have any instruments, arrange to borrow, perhaps, from the musicians.

A LETTER FOR YOU

Dear Praise & Worship Coordinator,

Hi there! We guess you must be someone who enjoys music quite a lot, and in particular singing songs to our Lord. Yes! Indeed he deserves all the PRAISE and WORSHIP we can offer up to Him, not only with our lips but with our LIVES as well.

Many of us enjoy being in this ministry 'cos it allows people of our generation to express ourselves in a way which we enjoy to our God. We must however, be careful not to get carried away with the "emotion" of worship and always have a right perspective of what worship is all about. This is especially important for all WORSHIP LEADERS and MUSICIANS 'cos they're the ones who will LEAD the rest into WORSHIP. You are an example the rest will look up to. Thus, those of us in this ministry must constantly check our lives as to who and where we are before GOD... developing a HEART and MIND that is FULLY AWARE and SENSITIVE to HIM, demonstrating true worship.

You might also want to seriously consider having a 'PRAISE and WORSHIP' WORKSHOP' for all those involved in this ministry. If you are interested and are unsure as to how to go about it, don't hesitate to ask your FES staffworker for assistance.

"Praise the LORD, I will extol the LORD with all my heart in the council of the upright and in the assembly." Ps 111:1

May God ENRICH your life and DRAW YOU TO HIM with HIS SPICES of different worship styles and may His HAND be UPON YOU as you minister to others through this ministry.

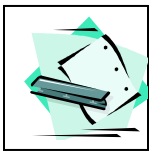
In His Love,
FES Staff

7. PUBLICITY SECRETARY/COORDINATOR

The Publicity Secretary coordinates the publicity of CF in the campus. He (or she) should see to it that no students walking through the campus/college should fail to see at least one poster advertising CF's weekly meetings.

His duties are:

- To publicise CF and all its activities through attractive poster, short, interesting and informative "write-up" in a Newsletter, small leaflets, handbills or invitation cards.
- To do this he will need to invite a few artistically talented members to assist him. Or in our generation, anyone who is competent and have some artistic software! Be sure to give these helpers the correct information – take note that correct wordings and spellings are used.
- To utilise the CF's notice board (if there is one) to its fullest potential – create different columns, update it regularly, keep its lettering clear and illustrate with a variety of pictures and colours. Your messages/notices/articles should stress common ground of your interdenominational group. Unite don't divided. Remember your <u>main objective is to share Jesus and encourage people</u>.
- Organise effective publicity when there is a special meeting or project (eg. evangelistic, Christmas) Some suggestions would be door to door giving out leaflets, visiting friends and special T-shirts/posters. Yet remember that <u>the best publicity is still by personal invitation</u>.



A LETTER FOR YOU

Dear Publicity Secretary,

Thank you for deciding to oversee this "menial" task. Not many would consider this job as particularly important or glamorous! But remember: all of us are called to serve our Lord in different ways and He looks upon all service to Him as an offering of not just of our time, energy and talent but our very selves.

Just an egg-treading point of caution: do not forget to abide by the University/College rules. Don't display anything that might be offensive to the school authorities or anyone at all. This is to avoid unknowingly or unintentionally jeopardising the whole CF. Also be cautious in distributing literature; remember that there are certain restrictions in our country.

Throughout your term, you might come across periods of time when there are desperate situations of "lack of volunteers". Try not to allow this to get to you. Hard though it may be... you can always go back to the EXCO for support and help.

Finally, be fully aware of the importance of your job and be determined to have the best and neatest forms of publicity for our Lord!

"Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord Christ you are serving." Col 3:23

May you ENJOY MAXIMIZING YOUR ARTISTIC POTENTIAL!!!

In His Love, FES Staff

8. EVANGELISM SECRETARY/COORDINATOR

God's Word says we are to be witnesses of Jesus. There is no doubt about it – "...you will be MY WITNESSES in Jerusalem, and in all Judea and Samaria, and to the ends of the earth." (Acts 1:8) Evangelism is, therefore, not optional but the calling of every Christian. Evangelism is also one of the fundamental objectives of the CF as a WITNESS for GOD in the CAMPUS. This makes the Evangelism Secretary a very important person with a big and tough responsibility.

He (or she) must be someone with a burden for pre-Christian friends/students in his campus/college. He must have a love for people rather than view evangelism as a "duty". He is one whose heart is on fire to proclaim the good news of salvation in a SENSITIVE yet DYNAMIC approach.

As an Evangelism Secretary, some of your responsibility would include:

- INSPIRE and CHALLENGE CF members to evangelise, through gentle yet firm reminders, CF's normal activities or a comprehensive evangelistic programme. Conversion is essentially the work of the Holy Spirit, but that does not give us the excuse of not doing our part! "And how can they hear without someone preaching to them?" (Rom 10:14-15)
- To ensure members have the right perspective and correct Biblical understanding of evangelism. This can be done through talks, Bible studies, and training workshops. *(FES produces an Evangelism Training Manual entitled "Aflame for God")*
- To incorporate, plan and carry out evangelistic activities into the overall CF programme i.e. CF meetings, cell groups, outings etc. *(refer to "Evangelistic Ideas")*
- To think and brainstorm (perhaps together with the EXCO or an "Evangelistic" sub-committee) for new and creative ways to evangelise that will work best in your university/college... STRATEGIZE! This helps to evoke a sense of interest and excitement for your own CF members.

EVANGELISTIC IDEAS

- Evangelistic/Investigative Bible Study

This is especially for those who are open and interested. Small groups of Christians and pre-Christians come together to study the Bible on a regular basis. Passages or the Bible Study material would be carefully selected to suit the group. For example, passages from the Gospels, which records Christ's encounters with different people and their reactions to Him, allow group members to know Jesus Himself.

Discussion should be open where everyone is encouraged to contribute and divergent views allowed. Participants will be put off if their views are rudely dismissed. Encourage the building up of relationships, fanning the interest, and nurturing the understanding of the Christian faith and of Jesus/God Himself. Along the way there will be opportunities to talk personally with those who are interested to know more.

The success of the studies depends on the group members. The Christians in the group should always be praying for their pre-Christian friends. Always express genuine Christian love, care and concern. Do not to drop those who are not interested and do not be too eager to make converts! FOLLOW-UP should continue even after the Bible Studies are over.

- Evangelistic Forums, Talks and Camps

Many are caught in the busy world of student life and will not find the opportunity to quietly think through eternal matters. So, organised programmes make an excellent occasion to make people think.

Topics and themes should be carefully selected to arouse the curiosity of the audience yet avoiding anything sensitive and offensive. For forum, topics of common contemporary moral issue could be raise, eg. abortion, euthanasia, caring for and protecting the environment, sex before marriage, divorce, biotechnology – gene therapy.

Programmes must be well planned and organised. Speakers must be well chosen and members be in tune with the Lord for wisdom, sensitivity and a caring attitude. *Refer to "How to Organise Evangelistic Meetings" in "Aflame for God – FES Evangelism Training Manual".*

Camps are great opportunities for our pre-Christians to experience Christian teaching, lifestyle and fellowship in a fun and relaxed way. Evangelistic camps should not have a heavy schedule of teaching. It should have more group activities eg. discussion, sharing, drama, games.

Some Things to Remember

- DO tell your pre-Christian friends what kind of camp they are going to and what to expect. DON'T impose on your pre-Christian friends.
- DO befriend them and spend time with them. DON'T just stick to your usual Christian clique.

- Cell Group Evangelism

For the PRE-CHRISTIAN, seeing Christians live and love is always a moving experience. It can point and open up their hearts to God. Inviting pre-Christian friends for your CG gives them the opportunity to see your life and for you to share your life with them.

For the CHRISTIAN, it is easy for an individual to slack in his Christian commitment especially in his responsibility to evangelise. The CG can be a place to pray, share and be accountable to each other in this area as one seeks to share with and lead their friends to the Lord. It is a place where each other's burdens are carried and each other's joy shared...thus learning to encourage each other.

- Informal Outings and Parties

Some people think we Christians are square, 'holy', and 'narrow', whose schedule consist of endless CF meetings, Bible Study, Prayer Meetings etc. Honestly, we do not blame them for thinking this way... we often are guilty of living up this misconception.

To combat this, we should be more creative and have fun by inviting pre-Christian friends with us for picnics, hikes, outings, short trip or parties. These are great way to introduce friends to the Christian community. Make use of New Year, Christmas, Birthdays, end of exams celebration, etc. You may want to include games, short prayers, songs, sharing and Scripture reading.

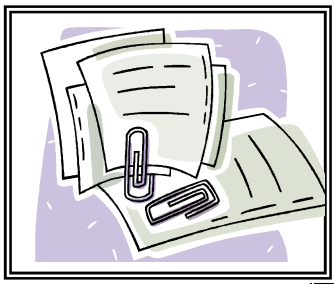
- Evangelistic Outings

This is a specific day and time set aside and planned by the CF or Cell Groups for an outing where friends would be invited. There will be organised programme that include games, swimming, hiking etc. as well as some singing, sharing of Scripture and its meaning, prayers and perhaps some special items. This will testify that God is no spoilsport but one who loves us to enjoy clean and wholesome fun.

- Evangelistic Visitations

This can be something planned by the CF or CGs or an informal spontaneous activity, where a small group (no more than 4 persons) goes to visit some of their pre-Christian friends to spend time with them (and perhaps sharing the gospel with them IF there is an APPROPRIATE OPPORTUNITY). They could do creative stuff like inviting them for an impromptu meal, help them with course work, help clean their rooms/apartment/houses, cook something for them or just TALK. Be PRACTICAL and CREATIVE! The IMPORTANT thing here is to make CONTACT and BUILD FRIENDSHIPS.

A LETTER FOR YOU



Dear Evangelism Secretary,

Hi there! Are you excited and full of new ideas to try out?? We certainly hope so or at least some of the above ideas have given you some sort of "kick start".

Consider yourself a full-fledge fisherman/woman! "As "fishers of men" we must go where the fishes are. You are placed in your university/college to FISH THERE! A fisherman is regarded as a fool if he dangles his line in a waterless region and expects the fish to come swimming happily to him. If we want to bring the good news to others we are to go to them.

However, before we jump into it and go ahead with some of the ideas above, it's imperative that we equip ourselves with the right understanding of evangelism to strategize the right approach. Therefore, we highly recommend some form of training/workshop (not just a talk). FES can provide this and an Evangelism Training Manual (as mentioned above) with certain modules to cover. Do consider PREPARING yourselves with this before PROCEEDING to PROCLAIM. I assure you that it is a WISE move.

Preparation also consist of consistent lives – our life, behaviour and the way we talk to those who work alongside us counts, ground work – prayer and increasing Bible knowledge, and seeing the person we seek to win as a person – with emotion, needs, problems, and opinions. This calls for ACCEPTANCE and NON-JUDGEMENT! DIFFICULT BUT NOT IMPOSSIBLE.

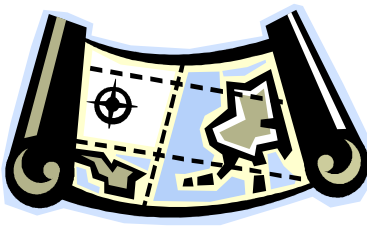
Praying that as you are obedient to his Commission to witness, he will guide you to the people whom he longs to own as His children.

"Then Jesus said to Simon – 'Do not be afraid; from now on you will catch men.' So they pulled their boats up on shore, left everything and followed him." Luke 5:10

HAPPY FISHING!!

In His Love,
FES Staff

9. MISSION SECRETARY/COORDINATOR



This is a position that is relatively unknown in many CFs today. The very word "Mission" conjures all kind of queer impressions and images! (Of strange lands, people and animals, perhaps?)

Mission is a very broad term which encompass all that leads to the fulfilling of the Lord Jesus' commission in Matt 28:19. It would therefore include evangelism, which is proclaiming the good news, not just to the local community but also to ALL nations and peoples. This idea of cross-cultural mission is most familiar to us. However we forget that cross-cultural mission can also exist within our own country or community and that we can also be part of this "mission" without being a "missionary" abroad.

Moreover, mission is more than that. Mission also includes the whole idea of being witnesses through socio-political involvement in our community and in the world. This means showing God's love through social concerns and welfare needs of our local and global community, displaying God's values and ethics in the marketplace, and upholding God's justice in global issues, such as human rights, protecting the environment, the governance of countries, etc. (Matt 25:35-40; James 1:27) Our mission is to bring God's kingdom on earth.

Therefore, the Mission Secretary's main task is to
(1) ensure members learn the correct meaning & outworking of 'mission';
(2) INSPIRE members to be mission-minded and the CHALLENGE to 'be and go on missions'.

Note: CF members need to be challenged to be involved in missions and to consider 'full-time' ministry in some form. Some might be called to become pastors, missionaries or staffworkers. Even those who are called to serve God through and in their profession should know what it means to be "man on the home front", supporting others financially, in prayer, and whatever means. Ideally, every one must be involved in the great commission.

- Let us look at what the Mission Secretary can do:

- Remind the EXCO to incorporate mission-related programmes in the CF programme eg. talks on mission, inviting a missionary/mission organisation to share (they might bring along newsletters, photos or slides), workshops on mission. A Mission Awareness Week/Programme or Mission Trip may be planned too.
- Keep in touch with Mission Agencies. *(Refer to list in the Appendix)* Be updated with areas of needs, strategies of missionary ventures, conflicts and struggles of missionary. Choose some to be highlighted in certain CF meetings.
- Encourage members to participate any mission conference, trips or workshops that are appropriate.

- Get members to write to missionaries and pray for them. It is possible to "adopt" a missionary family (ask any Mission Agency) or a child (eg. through World Vision, Rumah Faith).

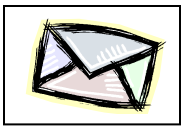
- Ask EXCO to set aside money to give to 'Missions' regularly or raise funds for 'Missions' through projects. Many missionaries, Christian Organisations, Ministries and Homes need financial support.

- Plan visitations to children's or old folks' home. Plan programmes that will meet the children's or old folks' needs eg. teaching/giving tuition, gardening, cleaning up etc. You may want to include non-Christians in some of these visitations. You may also want to inquire about drug addicts or prison ministry.

- Organise mission exposure trips during holidays for those interested in missions. This will provide exposure for the CF members and inspire them to be mission-minded. Planning a mission trip involves much work – praying, raising funds, making contacts, training those who will be on the mission team etc. You may ask your FES staffworker for advice, suggestions and help on how to go about planning a mission trip.

- Liaise with the Prayer Secretary in praying for missionaries, different mission organisations, praying through the 10/40 windows or Operation World.

LETTER FOR YOU



Dear Mission Secretary,

Hi! 'Mission' is actually an exciting and definitely challenging area to venture into. Some of us are 'born' with a heart for missions while for many of us, missions just grow on us. Most times, we think only of going into unreached or hard ground to give and serve but instead, we find that God changes us in totally unexpected ways.

We hope that you will take this opportunity to embark on "missions" project in revolutionary ways allowing God to broaden your mind and horizon about missions. Encourage every member of the CF to be mission-minded. This does not mean that they are all expected to pack up their careers and catch the plane or ship to Africa or South America. (Even if some plan to do this, they might not be sponsored by any missionary society! And a good college education can make one a better 'missionary'.)

Mission is not only for churches. Groups like your CF, which is actually considered as part of the universal church, can be involved in missions too. However, there are forces to be contend with. The first is the attitude that missionary activities are only those who are called to full time work. The second is the tendency of the EXCO to feel that there are more important matters to tackle than to include mission projects or talks in the CF programme.

"For I was hungry and you gave me nothing to eat. I was thirsty and you gave nothing to drink. I tell you the truth, whatever you did not do for one of the least of these, you did not do for me". Matt 25:42-45

To you and all your efforts... may God bless you and guide you! AND MAY HIS KINGDOM COME, HIS WILL BE DONE IN YOUR LIFE AND ON EARTH!

In His Love, *FES Staff*

10. LITERATURE SECRETARY/COORDINATOR

This position would also sound pretty foreign to your ears, as it is not found in many CFs today. Sometimes this person is known as the Librarian.

Christian literature is one of the most helpful tools that help us grow in faith and Christian maturity. It challenges the mind, stirs the heart, provokes response, and feeds the soul. Unfortunately, in these days of our generation... you got to admit that we do not cultivate the habit of reading among ourselves. The discipline and enthusiasm to read is quite dead... a VERY SAD situation!! Moreover, not everyone can afford good Christian books, as they're really expensive these days. So the Literature Secretary comes in handy!

So here are some of the things the Literature Secretary can do to alleviate this situation:

- 🕮 Setting up a library (if your CF does not have one) - a project which needs the approval of the EXCO, willing helpers, financial resources and a lot of enthusiasm. This can be a library of bought or borrowed books, for CF members as well as non-Christians. The library can also be used as a way of establishing contact with seekers by providing resource to cultivate reading. *(Refer to "Starting a Library")*

- 🕮 If your CF has a library, your primary task is to manage it by updating the collection and information. You may write to organisations or individuals to donate books.

- 🕮 Encourage members to read by displaying books regularly, highlighting new books and recommending books through book reviews in a Newsletter (short written review of 1 or 2 books) or at CF meetings. You may even distribute interesting and relevant articles (from magazines or the Internet – you may even recommend good Christian sites but be careful!).

- 🕮 Keep in contact with your staffworker for updates on good books or any specially priced books available.

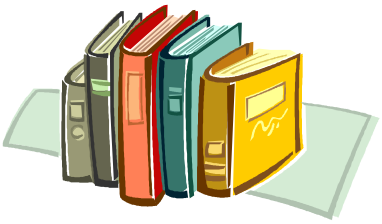
- 🕮 Visit book bookshops and inform members of new books with special offers or student membership. You may want to take consignments of books to be sold at some CF activities or camp.

- 🕮 Check out sources and keep a collection of bibles, books and tracts ready to be given to pre-Christians. Make sure they are of reliable sources and present the Christian message accurately. You could let your advisers read them first.

- 🕮 Sometimes the Literature Secretary takes care of any publications (eg. CF newsletter) too, if there isn't a Publication Secretary/Coordinator.

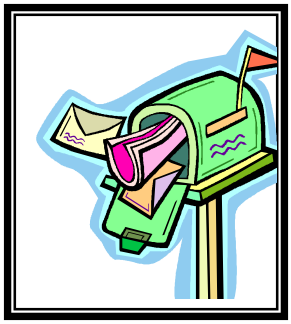
STARING A LIBRARY

- Ask the EXCO for a yearly budget.
- Have a collection for purchasing books periodically.
- Ask members to lend their books to the library for a semester or a year.
- Encourage members and teachers to donate books.
- Write to organisation for old or defaced books.
- Ask each member to buy a book for the library – contributor's name acknowledged on the book.



- Have fund-raising projects for the library
- Subscribe local magazines eg. Asian Beacon
- Try to select books that are relevant to the needs of and of appropriate level to the student community. Examples of areas and type of books: relationships, Bible study references, Bible study materials, ethical and moral issues, answers for non-Christian, apologetics, basic Christian beliefs and teachings, Christian Living, biographies, mission, evangelism, prayer, work/marketplace, leadership.
- Draw up a system for the library with "Rules and Regulations" for members.
  Eg.
  i) Stamp CF name in the book.
  ii) Record the purchase of the book and classified it for reference.
  iii) Wrap the book.
  iv) Method of lending out – prepare an exercise book to record particulars such as name of the borrower, name of the book, contact number, date taken and returned.
  v) Method of collecting back books – give notice if books are late (may include a fine or penalty), get representatives to chase after those who forget.

A LETTER FOR YOU



Dear Literature Secretary,

Hello! This task though seemingly less important IS an important form of nurturing your CF members. We believe that you must have the genuine desire to serve the Lord through this means. We also think that you're someone who loves books and reading, probably believes in the power of the written word as well. Even if you're not quite that (yet)... at least you sincerely believe in the importance of reading and want to encourage others and yourself to read.

Energy, enthusiasm and resourcefulness are among some qualities that are needed for this task, especially in trying to cultivate the habit of reading among students in the CF. It requires conviction, a vision, and lots of perseverance. So don't give up with the lack of response you may receive... just try your best, who knows by the end of it all, you might be the one inspired to read more books (as in Christian Literature, of course) than you've ever imagined! And that doesn't make you a bookworm, in the boring sense, regardless what others may think... In fact, Mark Twain once said, "he who DOES NOT READ good books is NO BETTER than he who CANNOT READ"! Remember "Reading Maketh A Man" and "The Pen Is Mightier Than The Sword".

"Do not let the Book of Law depart from your mouth; meditate on it day and night, so that you may be careful to do everything written in it. Then you will be prosperous and successful," Joshua 1:8

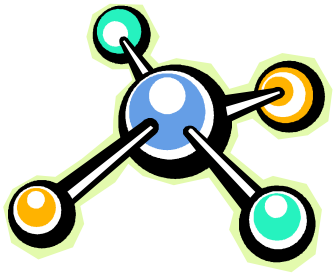
BLESSED READING & DISCOVERING ABOUT MORE BOOKS!!

In His Love,
FES Staff

11. SPECIAL TASKS/SUB-COMMITTEE COORDINATOR

For special tasks or projects, the EXCO sometimes decides to form sub-committees. Some projects that may require sub-committees include:

- Freshman/Welcoming Nite/Gathering/Outing
- CF Outing
- CF Camp
- Evangelistic Projects
- Christmas Celebration
- Social Concern Projects



The rational of setting up sub-committee is:

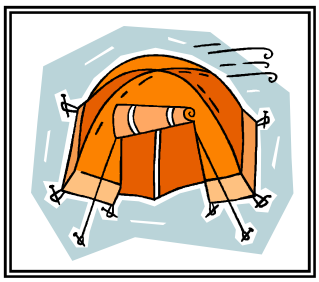
- To give potential leaders a chance to develop their leadership qualities. It is a way of building up new leaders for the CF.
- To allow members to serve the Lord and actively participate in the running of the CF. This way they will feel apart of CF.
- To lighten the load of the EXCO.

Usually a CF member is chosen to head these sub-committees (comprising of members) as a Chairperson. One or two EXCO members will oversee the sub-committee, reporting to the EXCO and guiding the Chairperson. However, in some CFs, the Special Tasks Coordinator in the EXCO leads and takes care of the sub-committees.

GOLDEN RULES FOR EFFECTIVE PLANNING

- Evaluate past programmes – look up minutes and planning of past sub-committee, or ask for ideas and advice of those who have been involved in such projects before.
- Understand the CF's theme and aims – make sure that your programme planning goes in line with this. Refer to your EXCO in charge, if needed.
- Assess present objectives of your sub-committee – be single minded in what you want to achieve through this sub-committee. This will help you as plan and think of ideas.
- Be creative and try new ideas.
- Remember that you are not a separate entity from your CF and that you are planning part of the CF's programme, whatever you plan will affect people and lives. So plan in detail, with awareness, thoughtfulness and prayer.

HOW TO PLAN AND ORGANISE A CAMP



A. Getting Start

Planning of a camp should preferably start about 6 months before the camp. Two things must be done first: setting DATES and booking the CAMPSITE. Other things may be done and planned later but these 2 should be done as early as possible. Some campsites (and speakers) are already overbooked months in advanced.

B. Setting Up The Sub-Committee

Setting up a sub-committee will lighten the EXCO's load. The EXCO may or may not want to put one or two of its members in this sub-committee. These EXCO members can either be just advisers to the camp sub-committee, working as part of the committee or even chair the sub-committee. Their main role is to make sure that the camp committee plans according to the overall aims of the CF.

If no EXCO member is in the camp sub-committee, make sure the Chairman is capable and responsible. This person must be able to work and communicate well with the CF EXCO as he has to liase with and report to the EXCO. EXCO must brief him on CF's aims and objectives, and his responsibilities in detail.

Before a sub-committee is set up, the EXCO need to decide how much responsibility is given to this committee. EXCO might want to make decisions on the theme and objective of the camps, the speakers, dates and venue. If it is left to the sub-committee to decide on dates and venue, ample time must be given.

The EXCO may want to suggest who should be in the sub-committee and help the Chairman initiate the first meeting. Do not just throw the task to the sub-committee and walk away. Brief each one of their roles and the responsibility of the sub-committee as a whole.

C. The Sub-Committee

i, Chairman or Camp coordinator

- Gathers and motivates all the sub-committee members to accomplish the sub-committee's task.
- Chairs the sub-committee meeting and directs the planning.
- Liase with the CF committee and keep them informed.

ii. Camp commandment

- Takes responsibility of running the camp during the camp.
- Making sure everything runs smoothly.
- To keep the discipline and time at the camp.
- Be ready to respond to an emergency during the camp.

iii. Secretary

- To keep all minutes and records of the sub-committee (in a file).
- To deal with all correspondences i.e. contacting and writing to speaker, campsite.
- To keep a list of all campers necessary information for registration at the camp.

iv. Treasurer

- To prepare a budget based on estimated costs obtained through enquiries. Things to budget for: accommodation, food, handbook (and file), transport, gift for speakers, stationery, postage and telephone, games, publicity...
- To set the camp fee based on the budget.
- Think of ways to raise fund if the cost is too expensive for campers.
- To prepare gifts for the speakers.

You need persons to be in-charge of the following areas:

- **Icebreakers and Games** - preparing and organising all the games at the camp.
- **Worship** - in-charge of all things needed eg. musical instruments, transparency etc. Organising the worship leaders and musicians.
- **Logistics** - in-charge of bringing all necessary things to the campsite including a first aid kit, if possible, and will continue to be in-charge of these things at the camp, putting people into rooms and groups, making sure all the campers have what they need and are comfortable.
- **Publicity** - making sure as many people as possible know about the camp, getting them interested and convincing them to attend the camp.
- **Handbook** - preparing the handbook on time *(Refer below.)*
- **Transport** - arranging how to get to the campsite either by chartering a bus or by public transport, to find out information before hand.

D. Dates

Choose a suitable time, either holidays or weekend but not near exam time. So make sure you come prepared with all the necessary dates and schedules. In cases where you cannot get a perfect set of dates, choose the most suitable for the most number of people. *(You may want to consider encouraging your members to go for FES inter-college camps, so make sure the dates do not clash.)*

E. Campsite

Find a campsite that is suitable for the kind of camp you are having. An evangelistic camp should be at places where there are many activities to do and things to see. A discipleship camp may need a more quiet and conducive place where there are fewer distractions. If you want something challenging and rugged, you may choose a place where you can camp out. Consider the distance to the campsite too. If you are planning for weekend retreat, somewhere really far would not be a good idea at all.

When enquiring about the campsite, ask how many can the place accommodate, if there is a hall you can use (and if you have to pay for it), when you need to confirm the number of persons or places needed, how you will be charged and about the catering of food. Make sure the price for the accommodation and food is reasonable and within what students can afford. You may want to try asking for a student group discount.

F. Objective and Theme of the Camp

Whatever objectives and theme you come out with for your camp should be in line with your CF vision and objectives. This is important because the camp is not just an activity on its own but one of the means by which the CF's vision and objectives are achieved.

G. Speaker
Try to book the speaker as early as possible. Good speakers are usually very busy. However, you may want to decide on the camp theme and objectives first so that you can invite a speaker who is good in that particular subject.

H. Programme and Timetable *(Refer to sample on below)*
- Begin your camp with icebreakers and something light.
- Decided how many sessions you can have throughout the camp, then decide how many will be for the theme talks and workshops. You may want to consider having more workshops. Workshops are suitable for the afternoons. They are usually longer and based on practical areas. Make sure your sessions are properly spread out.
- You also need to decide what you want the small groups to do. See if you want to allocate time for group discussion on the theme talks right after the talk.
- Remember to put quiet time or devotion in your timetable. You may want to prepare a standard material for everyone.
- Fit in special programmes at the appropriate times, usually at mid-camp or towards the end especially on the last night.
- Make sure there is enough time allotted for washing up after meals, bathing and rest or sleeping so that people will be fresh to attend sessions.

I. Handbook
Needs to be prepared towards the end as you need certain information that is not available until later. Involves the gathering of needed information and being creative.

Things to put in the camp handbook:
- ✓ An address from the camp coordinator or chairman of the sub-committee
- ✓ The camp committee
- ✓ A short write-up about the camp theme
- ✓ Camp time table
- ✓ Camp theme song
- ✓ Rules for the campers
- ✓ Duty roster for the camp
- ✓ Notes from the speakers (if any)
- ✓ Empty pages for notes
- ✓ Autograph page

- ***SAMPLE OF A CAMP PROGRAMME***

<table>
<tr><td></td><td>FRI</td><td>SAT</td><td>SUN</td><td>MON</td></tr>
<tr><td>7.00 a.m.</td><td rowspan="8"></td><td colspan="3">Wake Up</td></tr>
<tr><td>7.30 a.m.</td><td colspan="3">Quiet Time</td></tr>
<tr><td>8.15 a.m.</td><td colspan="3">Breakfast</td></tr>
<tr><td>9.00 a.m.</td><td colspan="3">Worship</td></tr>
<tr><td>9.30 a.m.</td><td colspan="3">Theme Talk</td></tr>
<tr><td>10.30 a.m.</td><td colspan="3">Break</td></tr>
<tr><td>11.00 a.m.</td><td colspan="2">SG Discussion</td><td>Reflection & Closing</td></tr>
<tr><td>12.00 p.m.</td><td colspan="3">Lunch</td></tr>
<tr><td>1.30 p.m.</td><td colspan="2">Nap</td><td>BREAK CAMP</td></tr>
<tr><td>3.30 p.m.</td><td>Arrival & Registration</td><td>Workshop</td><td>Workshop</td><td rowspan="12"></td></tr>
<tr><td>5.00 p.m.</td><td>Ice-Breakers</td><td colspan="2">Games</td></tr>
<tr><td>6.00 p.m.</td><td colspan="3">Wash Up</td></tr>
<tr><td>7.00 p.m.</td><td colspan="3">Dinner</td></tr>
<tr><td>7.45 p.m.</td><td colspan="3">Worship</td></tr>
<tr><td>8.15 p.m.</td><td>Theme Talk</td><td>Workshop</td><td rowspan="3">Camp Special Night</td></tr>
<tr><td>9.45 p.m.</td><td colspan="2">Break</td></tr>
<tr><td>10.00 p.m.</td><td colspan="2">SG Time</td></tr>
<tr><td>11.00 p.m.</td><td colspan="3">Supper</td></tr>
<tr><td>11.30 p.m.</td><td colspan="3">Wash Up</td></tr>
<tr><td>12.00 a.m.</td><td colspan="3">Lights Out</td></tr>
</table>

LETTER FOR YOU

Dear Servant of the LORD,

It's great to know that you've taken the step to be more actively involved in your CF by participating in a sub-committee or subcomm as we call it. 3 cheers for you! We hope and pray that this would definitely be a good experience for you as well as a learning one. Most of all that you will grow as a person through your humble decision to serve others.

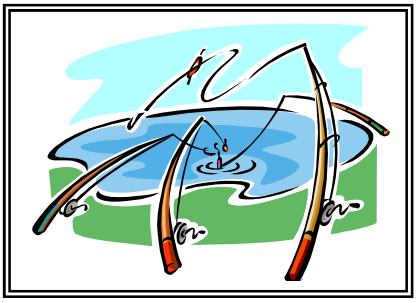
Working with people will sometimes be difficult. That's 'cos we are all so different in our ways of working and thinking... therefore the chances of clashing can be pretty HIGH! Many people actually allow this or bad experiences to deter them form serving GOD again. THIS is definitely NOT the SPIRIT of a FIGHTER! Hope you'll not allow anything to stunt your growth and the different things that God is trying to teach you... that your heart will be humble and willing to learn some tough lessons.

Hope all that didn't scare you... just wanna be real and honest with ya! Don't forget to concentrate on your studies but neither use it as an excuse NOT to serve Him. He will surely bless your student life if your heart is set on serving Him through your studies as well as in the CF!

"It is better, if it is God's will to suffer for doing good than for doing evil." 1 Pet 3:17

May God touch your life as you choose to serve Him. To finding JOY in the THINGS YOU DO FOR HIM!

His Love, FES Staff



12. CG COORDINATOR

The cell group or CG is not just an activity of the CF. It is an integral part of the CF because it fosters close relationships among members in a way that the wider fellowship cannot. The CG is the miniature fellowship demonstrating in its life and growth what the whole CF should be doing in campus. Due to this importance of the CGs, a coordinator needs to be appointed to look specifically to the smooth running of the CG system in the campus fellowship.

The CG Coordinator, if possible, should be a trained and experienced CG leader, who is familiar with and believe in what CGs are about. The CG Coordinator promotes CGs, links all CGs with the fellowship, and oversees all CG's activities.

The tasks of the CG Coordinator is:

- Think through and suggest to the committee a structure for the CG system that is suitable for the context in your campus (if you have not established one yet)
- Set the guidelines of what to do in a regular CG meeting
- Suggest a syllabus for the CG for the whole semester, preferably related to the CF theme. (Some CFs leaves this to the CGL.)
- Keep the committee updated on the progress of all CGs
- Coordinate the selection and training of CG leaders
- Encourages CG leaders by discussing their CG situation, helping them to understand and deal with challenges and problems they face within their CG
- Prays and cares for the CG leaders' personal growth and needs
- Keep a library of helpful and relevant materials or other resources for the use of CG leaders.
- Help CG leaders secure needed materials and share ideas.
- Monitor groups by visitation and help the CG leaders evaluate their CGs or think of what needs to be done
- Encourages the formation of new groups and growth of existing ones
- Look out for and train potential CG Coordinators
- Plan and organise CG Leaders training workshops

NOTE: *You can know more about CGs and being a CGL from FES CGL Handbook. A CG Resource List is also available from FES through your staffworker.*

SOME SAMPLE STRUCTURES FOR YOU TO CHEW ON

(Taken from *Grow and Multiply – A Manual for Cell Groups* by IVCF, Philippines)

- ***A SAMPLE TRAINING SYLLABUS FOR CG LEADERS***

A. CGs for CF
- **Why have CGs? How does it fit in a CF?**
- **What's a CG like or made of?**
- **A CG Model**

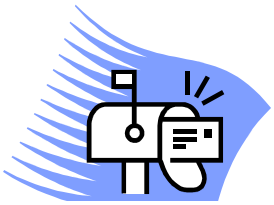
B. The Dynamics of the CG
- **Stages of CG life**
- **Role of members**
- **Making a covenant**
- **Handling the different types of members**
- **Trouble Shooting**

C. The CG Leader
- **Portrait of a CGL - Qualities**
- **Job Description: Duties accountable to EXCO**
- **Role of CGL at different stages**
- **Personal Growth of the CGL**

D. Planning CG Programme
- **Evaluating the CGs - which stage are we in the CG life?**
- **Factors to consider & Guidelines to follow**
- **Goal Setting and Planning**
- **Conducting the first meeting**
- **Brainstorming for ideas**

E. Bible Study in CGs
- **Importance of Bible Study in building fellowship**
- **Creative ways of doing Bible Study**
- **Leading a Bible Study Discussion**

F. Helping and Caring for Members
- **Learning to listen**
- **Ways to care and encourage**
- **Principle of helping people**



A LETTER FOR YOU

Dear CG Coordinator,

We're so proud of you for taking up this very, very important task. You should be aware that CGs are very important in THE BUILDING UP OF CF MEMBERS AND KNITTING MEMBERS TOGETHER, especially as the CF grows big. And your responsibility is even heavier if the CG system in your college is not yet established. Don't be shy to ask for help and to troubleshoot with your staff for STRATEGY! If I may exaggerate, the rise or fall of the CGs depend on you – to a certain extend ☺. But DON'T PANIC, just do YOUR BEST. DON'T EVER GIVE UP. Keep on trying and TRUST GOD to do His part.

Making a guess, you're probably a very caring and people-oriented person. Even if you're not an expert in CGs, you probably got a big heart for small groups. Yes this is a very PEOPLE-ORIENTED job. You'll have do lots of VISITATIONS and ENCOURAGING, as your CGLs would be discouraged when groups don't take off and members disappear. YOU will have to be their STRENGTH and MOTIVATOR. And JEHOVAH will be yours.

Your job will probably take up a lot of your time and attention too. So make sure you have a BALANCED SCHEDULE: don't forget your own STUDIES AND SPIRITUAL WELL BEING. Remember you're not a full-time worker (not yet, anyway), so leave what you cannot do to the LORD.

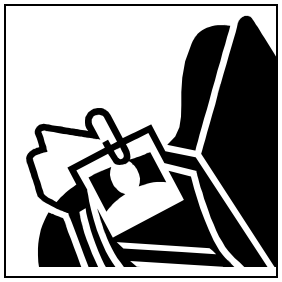
Ultimately, IT'S THE LORD'S WORK. Whether or not groups take off is in His hands. So do as much as you can PRAYERFULLY and leave the rest to Him. It's HIS JOB to change people.

"They devoted themselves to the apostles' teaching and to the fellowship… All the believers were together and had everything in common… And the Lord added to their number daily those who were being saved." Acts 2:42-47

May you have God's COMPASSION, STRENGTH and WISDOM as you care for others through the CGs as God's instrument.

In His Love,
FES Staff

13. HOW TO RELATE TO YOUR ADVISERS



"What are advisers for?" you may ask. Well, they are there for you, to help you and to give advice, of course.

Definition: An adviser is someone appointed to give advice (opinion or recommendations based on his wisdom/expertise, information or news available to him) and is consulted regularly or as needed.

Without an adviser you probably cannot have a CF. Your advisers hold a heavy responsibility because they are answerable to your university/college management/authorities for you and your CF. If anything happens that displeases the management/authorities, they are accountable and will have to face the consequences. So do cooperate with them.

Advisers are also there to guide and help you in different ways. They can provide technical help as well as pastoral care for the leaders. From a Christian perspective, they are part of the team or body of witness for God in the campus. Advisers do not have voting rights but can play a significant role in the CF.

However each adviser is different in his/her personality and gifts. Their involvement will also depend on their capacity to handle their workload and other responsibilities, as well as the availability of their time. Working with each one will be a different experience.

NOTE: *The leadership and running of the CF lies in the hands of the students. The presence of advisers is not opportunity for students to abandon their responsibility. The Student Leaders must learn responsibility in decision making. Advisers may be allowed to veto decisions that bring harm to anyone or jeopardise the witness in campus.*

🎧 Making the Best Use of Your Advisers.

- ☎ Spend time with and get to know them. It is good to have adult friends. They are very helpful when you're going through tough times.
- ☎ Share the CF aims and visions with them, make them feel a part of God's work and mission in the campus/CF.
- ☎ Invite and encourage them to work together with the committee and be more involved in the CF eg. leading Bible study, giving a talk or training the leaders.
- ☎ Consult and discuss with them your plans and decisions. They are a good sounding board and are able to keep you in check.
- ☎ Keep them informed and updated on all decisions, activities and happenings. Make sure they get the minutes of the committee meetings.
- ☎ Having gone through life more than you, they would be useful sources for advice and help especially pertaining to life in college, personal growth, what is best for the CF, getting permission and liaising with the college.

14. HOW TO MAKE THE BEST USE OF YOUR STAFFWORKER

The Staffworker is primarily a spiritual coach. He(/she) has many roles to play but his main task is to train and encourage students to be faithful disciples and effective witnesses, especially through the Fellowship.

A Staffworker normally has a full programme visiting the various CFs. It is best if the President or Secretary could call him at early date so that he could keep his dates free for the needs of the Fellowship. Keep him updated with regular news, programmes and minutes so that he might keep in touch with you and your activities.

- Here are some suggestions of how your staffworker can help you with the needs of your fellowship:

The Staffworker as a Speaker
Invite your staffworker to speak at your CF meetings. He is a suitable speaker as he is familiar with your fellowship and the needs of tertiary students, and especially in practical topics relating to life as a Christian student. Check with your staffworker what he can speak on.

The Staffworker as a Trainer
Use him to train members for leadership. For example invite him to attend and conduct training at your Executive Committee retreats, CG Leaders Training & meetings. Ask him to conduct training on Inductive and Evangelistic Bible Study, evangelism and mission groups.

The Staffworker as a Teacher
Your staffworker may also be able to teach Bible classes or lead bible studies, if his schedule permits. Seek his help to clear up problems of doctrine or Christian behaviour that are prevalent in the minds of members.

The Staffworker as a Counsellor
Go to your staffworker if you need someone to listen to your problems or some help in your troubles and struggles. He will be glad to help you see things differently, give you some godly counsel and suggest some form of change.

The Staffworker as an Adviser
Invite your staffworker to sit in on committee meetings. Do not be afraid of his presence as he will in no way dominate the procedure. You may want to discuss things with him before the meeting or seek his help to see what needs to be addressed. Feel free to air your problems and suggestions. He is an ideal person to discuss policy and programme with, especially, if the Fellowship plans to embark upon a big venture eg. mission. From his experiences in working with various Fellowships, he is in good position to advise you and assist you in running your Fellowship in the right direction. He will also be able to help leaders see things from an objective viewpoint.

The Staffworker as a Friend

Committee members should arrange to meet your staffworker regularly and feel free to talk to him about anything (your personal problems or that of your Fellowship). The staffworker is human and he appreciates friendships. You can be assured that he is not superhuman but he can be a good listener. As you enter into a deeper level of friendship with him, you ought to find your faith strengthened and your mind challenged.

The Staffworker as a Facilitator

Invite your Staffworker to facilitate group dynamics and team building exercises for your committee. He can be used to lead or facilitate leaders' support group or special Bible study groups eg. evangelistic Bible studies, mission exposure trip etc.

The Staffworker as a Resource Person

FES produces and keeps a library of materials that are helpful for CFs. We also have a ministry bookshop. So, check with your staffworker how you can buy books or Bible study materials at special prices. You may want him to recommend books or materials too.

The Staffworker as a link to FES/IFES and other student CFs

Get your staffworker to keep you updated with FES Camps and Programmes where you can meet students from other CFs. He can also bring you prayer letters or newsletters from other organisations/CFs.

The Staffworker in Evangelism

Meetings could also be arranged for Staffworker to meet sincere seekers in cases where you face difficulties or questions that you are unable to handle or answer. At these informal meetings one or two members should be present.

— the end —